

## ADOT HPT Portal Access Process (Revised March 2021)

### A. Using a Smart Phone Soft Token or Key Fob Hard Token

1. The consultant needs to obtain 4 forms:
  - a. ADOT Computer Access Request Form (CARF);
  - b. Portal Access Request Form
  - c. Acceptable Use Agreement (AUA)
  - d. Information Access and Non-disclosure Agreement (NDA);
2. Email or call Shearon Vaughn, [svaughn@azdot.gov](mailto:svaughn@azdot.gov), (602) 712-6428. **Be sure to mention your wish to get a Smart Phone Soft Token. If you want a Key Fob hard token instead, you have to request it.**
3. Fill out the forms and email back to HPT (Shearon Vaughn, [svaughn@azdot.gov](mailto:svaughn@azdot.gov)), along with a recent copy of your resume/CV.
4. [AT ADOT] HPT calls ADOT support desk, and gets a HEAT Ticket #. ADOT support desk will email the HEAT Ticket and the consultants RACF ID to the HPT specialist who placed the original call.
5. HPT contacts the applicant (you) to give you your **new RACF ID**, and clearly lays out what you need to get onto the ADOT computer system (see instructions below). **You will need to have admin privileges to add a new program to your computer. Talk to your IT department about this.**
6. Following instructions sent with your account acceptance and issuing of your phone app/key fob, you will activate the token. Then you need to **call the ADOT Service Desk** at 602-712-7249 to get a **temporary password** (associated with your new RACF number), and a **temporary PIN** for the Smart Phone/Key Fob. You'll reset these later.
7. Using **Internet Explorer** (note: try using IE11 first, but if the map won't load, try it with Chrome; it seems to vary with different computers) on your own desktop, browse to <http://remote4.azdot.gov>. You will see a logon window asking for
  - a. User ID: your RACF number;
  - b. Password 1: your **temporary password**, associated with your RACF, which you will be asked to change to a permanent password;
  - c. Password 2: the Smart Phone App/Key Fob passcode, obtained by inputting your **temporary PIN** number into your Smart Phone App/Key Fob, producing a one-time passcode (it changes with each use). You'll set a permanent PIN number right after using the temporary PIN number. Remember what you choose for your permanent PIN. You may want to write down the passcode (set of 6 numbers) produced by the Smart Phone App/Key Fob; it disappears after a few seconds.

After the first time, you will only need User ID, Password 1 and Password 2 (passcode); no more resetting unless you let your account lapse, or forget what you set.

8. At this point you should get a prompt to download Citrix. If no prompt, navigate to <https://www.citrix.com/products/receiver.html> and click the Download for Windows button and proceed with the installation (**this and following steps should match with the instructions sent to you by Access Management, when your application was accepted**).
9. After clicking the Log On button, the Welcome to ADOT notice will display. Click the Accept button to proceed. You will be taken to the ADOT Desktops selection page.
10. **Select the OnBase Desktop icon**. When the Citrix desktop displays, wait for the message that says "Attention Citrix Customers - Logon completed. Your Desktop is ready". Click OK button.

11. You will have to complete two trainings now required by law for all with any access to ADOT files:

**1. Computer Security Awareness Training**

**2. Title VI Nondiscrimination Training**

There's a due date based on issue date of the account so get this taken care of soon. If you have a new account, you may have to give the system time to reset with your RACF number, so it may take a couple of tries to get in.

- a. Browse to (**not the Portal itself**): <https://bit.ly/adotlearning>
- b. You will see the Welcome to the ADOT Learning and Development Center (ALDC) sign-in
- c. Click on "Forgot your Password?" (this is not your usual password, so just reset it each yearly visit)
- e. Under "User Name" enter your email address connected to your remote account
- d. Click on "Send by Email"
- e. Check your email, including your Spam/Junk mail folder - There will be an email from [ADOTLearning@sumtotalsystems.com](mailto:ADOTLearning@sumtotalsystems.com), containing a link
- f. Click on the link in the email, follow the prompts to set up your password
- g. Go back to <https://bit.ly/adotlearning>
- h. Log in, using your email as your username, and the new password you just created
- i. After logging in, you'll see the 2 trainings you are required to complete, along with their due dates.
- j. Click "Start Activity" to launch each course.
- k. Click through the questions and answers to the end, approximately 30-40 minutes each. Once you've completed them, you're good for a year.

**12. Log on to the HPT Portal:**

The web address is <http://adotnetapp/hptportal/>. Since you are already logged in to the ADOT network, you will not be asked for another ID and password.

Begin your search! If things have been set up correctly at the ADOT end, you should be able to browse to find your own desktop for uploading and downloading documents, as needed. If you don't see your own computer there somewhere, please let me know. I found mine at "Computer" – "Other".

And please remember to close the portal, and to log off of the Citrix virtual network (double-click the button) when you finish.

**Last Reminders:**

1. **You have to log on to the portal at least once each ~~90~~ 30 days for your account to remain active.** I get notices from security telling me who hasn't logged in and is being terminated, which I have to pass on to consultants. It is very helpful to avoid this process, so if you could please put a reminder in your calendar (or whatever works for you) to log in every now and then (whether you need it or not!), we would very much appreciate it.
2. **Use the portal flexibly.** Be sure to read my *Tips on Using the HPT Portal* handout!
3. **Be sure to click on "Clear Search Criteria" in between searches, as it gets confused.**
4. The Portal is a work in progress: if you see things that need correcting, let me know. If you have reports that aren't there but should be, send them to me and I'll upload them. If you have suggestions on improvements, let me know; I already have a long list for the programmers when I next get a shot at changes. Any other ideas: let me know!
5. If you need to reset a password or PIN, call the ADOT Service Desk at 602-712-7249.
6. If you have other questions, problems or comments, please call Shearon Vaughn at 602-712-6428.